

University of Washington and Fred Hutch employees who need access to Seattle Children's facilities and network for research purposes must be approved for sponsorship by the Partner Access program and complete non-employee onboarding prior to receiving access to Seattle Children's systems and facilities.



Step 1: Submit your application for the Partner Access program using the following links:

- [UW Employees](#)
- [Fred Hutch Employees](#)

Step 2: Once approved, your sponsor will be notified to submit a NEAT form. The NEAT form will trigger a welcome email from Seattle Children's HR with login information for Red Carpet, our online onboarding system. Log into Red Carpet and complete the list of required paperwork as soon as possible. Note: You will not get a username and password for our network if you don't complete all required paperwork.

Step 3: If you will be working on-site at Seattle Children's, call our employee service center at 206-987-1020 to schedule a "research non-employee" onboarding appointment. This appointment will be located at our Roosevelt Commons Location, 4300 Roosevelt Way NE, 4th Floor, Seattle, WA 98105.

Step 4: Once you complete **all** required paperwork in Red Carpet, you will receive an email with your Non-Employee ID number. Your sponsor will receive your login information to our network and pass it along to you.

Step 5: Complete required training in our online learning center. You will receive a checklist with the training courses that you must complete. Email the completed checklist to partneraccess@seattlechildrens.org by the end of your first week to prevent your access privileges from being revoked due to non-compliance.

Step 6: Contact partneraccess@seattlechildrens.org if you need elevated network access to access our CIS/EHR.

Note: If your study has billable events, you will need to complete training on our clinical trial management system, Merge, prior to receiving your elevated network access. Fill out a Merge CTMS Account Request Form on the partner access website (<https://www.seattlechildrens.org/research/resources/crso/non-employee-partner-access/>) to set up your training.

* UW employees must be sponsored by a Seattle Children's employee in a management position. Partner Access will act as a sponsor for Fred Hutch employees.

Application Process for Sponsorship by Partner Access

Why do I need to be sponsored?

University of Washington and Fred Hutch employees who need access to Seattle Children's facilities and network for research purposes must be approved for sponsorship by the Partner Access program. A team member with Partner Access will act as a guide and resource for you while working with Seattle Children's; if you ever have any administrative questions, feel free to reach out to partneraccess@seattlechildrens.org. If you have HR related questions, please contact researchhr@seattlechildrens.org.

What training courses do I need to complete in order to apply for sponsorship by the partner access program?

You will need to upload documentation to your application showing that you have completed the following training:

- Protecting Patient Privacy
 - Acceptable courses include:
 - Fred Hutch Confidentiality Training for Investigators and Research Staff
 - Fred Hutch Basic Confidentiality Training
 - University of Washington Protecting Patient Information (HIPAA) Training
- Human Subjects Protection
 - Acceptable courses include:
 - CITI Human Subjects Research
 - Human Subjects Training (lecture provided by Seattle Children's or Fred Hutch)
 - NIH Protecting Human Research Participants
- Financial Conflict of Interest
 - Acceptable courses include:
 - CITI Conflicts of Interest
 - Fred Hutch Annual Summary of Outside Activities and Interests
 - Fred Hutch Conflict of Interest
 - University of Washington Financial Conflicts of Interest

Do I need on-site access or off-site (remote) access?

You should only apply for on-site access if research activities require you to be on-site regularly. If you need to attend infrequent meetings at Seattle Children's, please obtain a guest pass from any entrance coordinator or information desk.

What do I do if I am working on more than five studies at Seattle Children's?

The application only allows users to enter five studies. If you are working on more than five, please contact partneraccess@seattlechildrens.org for further instructions.

What are the immunization requirements if working onsite at Seattle Children's?

To view a list of required immunizations, please see Workforce Immunization and Health Screening Requirements on the partner access site (<https://www.seattlechildrens.org/research/resources/crso/non-employee-partner-access/>). You will be asked to sign an attestation that you are up-to-date with all required immunizations during onboarding. Please note that you will need to provide documentation of immunizations if requested by Seattle Children's.

Onboarding Process

Do I need to complete onboarding?

All new non-employees must complete onboarding. Returning non-employees who have not had Seattle Children's access for more than 30 days must redo onboarding.

What is Red Carpet?

Red Carpet is an online onboarding system. After your application to be sponsored by partner access is approved, you will receive a username and password for Red Carpet. It may take several days for you to receive this information after your application for partner access is approved.

Once you receive your login information, visit Red Carpet to review and sign required onboarding paperwork. Paperwork may include demographic information, Code of Conduct, Disclosure Statement, Background Checks, Confidentiality Agreement, and WEHS Health Card. Note: You will not get a username and password for our network if you don't complete all required paperwork.

Why do I need a Seattle Children's email address?

If approved for on-site access, you will be issued a Seattle Children's email address. It is expected that this email account is checked at least once a week to stay up to date on any information that is pertinent to your role on-site, such as training requirements and building information.

Seattle Children's Learning Center & Training

What training requirements will I need to complete during the onboarding process at Seattle Children's?

There are different requirements based on your role at Seattle Children's. To view a list of required training courses, please see the orientation checklist on the partner access website (<https://www.seattlechildrens.org/research/resources/crso/non-employee-partner-access/>).

When must I complete required training courses?

All training requirements must be completed within your first week with Seattle Children's. If you do not complete all required training, your access rights to Seattle Children's will be terminated due to non-compliance.

How do I access the Seattle Children's Learning Center to complete required training?

If using a Children's computer on-site:

- Log into our network
- Go to the CHILD homepage
- Select "Learning Center" under "Applications" on the right side of the screen

If using a computer off-site (remotely):

- Go to www.seattlechildrens.org
- Click on "Employees" under "Remote Access" at the bottom of the main page
- Select the appropriate login portal
- Log into our network using your network credentials
- Select "Learning Center" application

Who is required to be trained in Merge, and how do I sign up for training?

Seattle Children's Research Institute utilizes Merge CTMS to track clinical research participant activity and provide comprehensive billing audit reports for all studies having research billable care events (i.e. Hospital service area procedures billed through Epic to a study account) and/or are using the Pediatric Clinical Research Center (PCRC) services.

Anyone who is responsible for coordinating visits for a study with billable procedures will need to be trained in Merge. To get started and set up training, please fill out a Merge CTMS Account Request Form. This form can be found on the partner access website and should be completed after you have basic access to the Seattle Children's network (<https://www.seattlechildrens.org/research/resources/crso/non-employee-partner-access/>).

Technical Issues

Who do I contact if I need help logging in?

For any technical issues, contact our IT service desk at 206-987-1111. Make sure to have your Badge/ID# available for reference.

Extending Your Assignment**What do I do if I need to extend my non-employee assignment?**

If you need to extend your assignment, complete another application to be sponsored by partner access and mark “extension” under “Is this a New Application or Extension?” Please make sure to reapply at least 30 days before your access is set to expire to prevent any disruption to your access.

Will I be reminded when my access is about to expire?

You will be notified 45 days in advance that your access is going to expire. Please make sure to reapply as soon as possible to prevent any disruption to your access.

If I miss the extension period and my access is terminated, how can I get reactivated?

Complete another application to be sponsored by partner access. If your access has been terminated for longer than 30 days, you will be required to redo the onboarding process.

Other**What do I do if I currently have remote access, but now need onsite access?**

Please contact partneraccess@seattlechildrens.org for further instructions.

What do I do if I am assigned to an additional study that I did not include on my initial application?

You are only approved to work on studies that you included on your initial application. If you are assigned to an additional study at a later date, please complete a New Study form using the following links:

- [University of Washington Employees](#)
- [Fred Hutch Employees](#)